DOCUMENT RESUME

ED 249 990 IR 050 858

TITLE	Library of Michigan Long-Range Plan, 1 October 1984 to 30 September 1987.
INSTITUTION	Michigan Library, Lansing.
PUB DATE	[84]
NOTE	33p.
PUB TYPE	Legal/Legislative/Regulatory Materials (090)
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	*Information Needs; *Library Planning; *Library Services; Library Standards; *Long Range Planning; Program Budgeting; State Agencies; State Government; *State Libraries; User Satisfaction (Information)
IDENTIFIERS	*Library of Michigan; Library Services and Construction Act

ABSTRACT

This long-range plan, which will serve as the basis for program and budget developments for the Library of Michigan for the 3-year period beginning October 1, 1984, was prepared after reviewing long-range plans of 26 other state libraries and has been through 3 working drafts. The second draft was reviewed by the Library Services and Construction Act (LSCA) Advisory Council and the third draft was reviewed at a public meeting of librarians representing all types of Michigan libraries. The plan includes: (1) a history of the library; (2) a mission statement; (3) 6 budget policy statements; (4) 27 planning assumptions; and (5) 3 action statements. Each action statement is stated as a goal with specific objectives. Additional action statements are indicated for each objective. The library's goals are: meeting the information needs of the legislature and state government; meeting the administrative, developmental, and technical assistance needs of Michigan libraries of all types; and meeting the library service needs of individuals and agencies for which the library has a statewide resource responsibility. The addendum includes a bibliography, relevant state and federal statutes, standards, a Library of Michigan Organization Chart, and the LSCA Long-Range Program. (THC)

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LONG-RANGE PLAN

1 OCTOBER 1984 TO 30 SEPTEMBER 1987

LIBRARY OF MICHIGAN
P.O. BOX 30007
735 EAST MICHIGAN AVENUE
LANSING, MICHIGAN 48909

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Introduction

At their 4 May 1984 meeting, the Library of Michigan Board of Trustees authorized the State Librarian to develop a long-range plan for their review on 10 September 1984. The basis for the long-range plan is the mission statement of the Library of Michigan approved by the Board of Trustees on 4 May 1984. With the mission statement setting the stage, the budget policy statements and planning assumptions provide the backdrop for the development of the long-range plan. Each objective in the mission statement has been given one or more action statements.

In preparation, the Library wrote to other state library agencies and received copies of long-range plans from 26 other states. There were three working drafts of the long-range plan, with the second draft being reviewed by the Library Services and Construction Act Advisory Council. The third draft was the subject of public review at a meeting of librarians representing all types of Michigan libraries.

The long-range plan will serve as the basis for program and budget development for the three-year period beginning 1 October 1984. The Library's administrative staff and the Legislative Council will use the document as a guide for long- and short-range planning. More detailed planning is expected to occur as program and budget decisions are made. This document will be revised annually and extended one additional year to allow the next three years to be viewed in perspective.

Incorporated in the long-range plan is the Library Services and Construction Act (LSCA) Long-Range Program. Shaded [redacted] Action Statements represent those activities which are appropriately supported in part or in whole with LSCA monies.

Evaluation

The long-range plan will be evaluated by the Library of Michigan staff and members of the Michigan library community to determine the degree to which objectives are met. Accomplishment towards the goals and objectives will be reviewed in order to identify strengths and weaknesses. The variety of techniques used to evaluate policies and services include statistical measurement, cost benefit analyses, client input and needs assessments. Evaluation is utilized to make adjustments in the present long-range plan and to assist in forming future plans.

History of the Library of Michigan

The Library of Michigan began in 1828 as a small collection of legal publications called the Territorial Council Library. In 1837, the Library was first designated as the State Library and the scope of the collection was expanded to include works of literature, history and philosophy.

The State Library served State Government exclusively until the 1890's, at which point Mary C. Spencer, State Librarian, additionally opened the Library to citizens of the state. This was the start of a movement that saw the State Library become a leader in promoting all types of library service in Michigan. Through the first half of the 20th century, the State Library increased its activity in library extension services and the coordination of statewide library service.

In February of 1951, the Library was one of many state offices that suffered damage and disruption of services due to the fire in the State Office (Cass) Building. The Library was moved to temporary quarters after the fire. The Library moved to its present building at 735 East Michigan Avenue in 1963. The responsibility for the Library for the Blind and Physically Handicapped was transferred by Public Act 127 of 1959 to the State Library and this collection and staff joined the Library physically at the new location.

The State Library acted as an independent agency prior to the implementation of the 1963 Constitution. At that time, the Library was placed under the administration of the Michigan Department of Education.

The Library of Michigan was created by Public Act 540 of 1982, the "Library of Michigan Act." Approved by Governor Blanchard on 17 January 1983, the Act eliminated the State Library as a service area of the Michigan Department of Education and created the Library of Michigan as a branch of the Legislative Service Bureau. The Act created a nine-member Board of Trustees to determine Library policy and appoint a State Librarian. The Act took effect 30 March 1983.

Additional changes were made when Public Act 114 of 1983 removed the Library as a branch of the Legislative Service Bureau and made it an agency of the Legislative Council. At this time, the Board of Trustees was enlarged to fourteen members and it was designated an advisory body. The Legislative Council was designated to appoint a State Librarian and to determine Library policy.

The Board of Trustees of the Library of Michigan consists of the following:

A. Three legislators, not less than one of whom shall be a member of a minority party.
B. A representative of the Michigan Library Association.
C. Two members of the general public who represent users of the Library of Michigan.
D. One librarian from a college or university library.
E. One librarian from a public or private K to 12 school.
F. Two librarians from public libraries.
G. One librarian from a special library.
H. One librarian from a State Agency library.
I. The Chief Justice of the Supreme Court or a designee.
J. The director of the Legislative Service Bureau.

The members of the Board of Trustees in categories B through H are appointed by the Governor. The State Librarian serves as secretary to the Board.

Mission of the Library of Michigan*

The primary mission and purpose of the Library of Michigan is to promote, advocate and consistently work to achieve the highest level of library service to the State of Michigan and its residents. In implementation of this mission and purpose, the Library of Michigan is directly and specifically responsible to provide priority services to the Legislature, and is also responsible to provide service to the Executive and Judicial branches of State Government and to the organized library structure, such as Cooperatives, Regional Educational Media Centers and the multitype library Regions of Cooperation throughout Michigan serving all other clientele. Toward these ends, the Library of Michigan also encourages the creation of a foundation of public and private interests to raise funds in support of the Library of Michigan and libraries generally, beyond the use of public monies.

The goals and objectives of the Library of Michigan's mission include:

I. MEETING THE INFORMATION NEEDS OF THE LEGISLATURE AND STATE GOVERNMENT.

This is accomplished by:

A. providing priority reference and research service by a variety of means including print materials and automated databases;

B. compiling reading lists and bibliographies;

C. maintaining a collection of, providing information from, and distributing to agencies Michigan State Government publications;

D. interloaning materials from other libaries;

E. providing law library services and information;

F. maintaining and providing information from a regional depository collection of federal government publications;

G. selecting, cataloging and maintaining the Library's collections;

H. providing developmental and technical assistance to State Agency libraries, including establishing and encouraging the sharing of resources by information providers within State Government;

I. building, maintaining and providing access to informational databases; and

J. exploring and developing programs for enhanced library, information, and research services to State Government.

II. MEETING THE ADMINISTRATIVE, DEVELOPMENTAL AND TECHNICAL ASSISTANCE NEEDS OF MICHIGAN LIBRARIES OF ALL TYPES.

This is accomplished by:

A. assessing library and information needs of Michigan citizens;

B. providing leadership, coordination and direction for Michigan library development;

C. administering state aid to Michigan libraries;

D. coordinating the penal fine distribution system;

E. administering federal money for Michigan libraries;

F. providing consultive service and technical assistance to Michigan libraries;

G. collecting, publishing and distributing studies, statistics and other information regarding Michigan libraries;

H. monitoring and planning for legislation relating to Michigan libraries and bringing the library and information needs of Michigan and its people to the attention of State Government;

I. providing certification services and, on request, evaluative assessments to Michigan libraries; and

J. providing public relations advice and assistance to Michigan libraries.

**Approved by Library of Michigan Board of Trustees, 4 May 1984.*

III. MEETING THE LIBRARY SERVICE NEEDS OF INDIVIDUALS AND AGENCIES FOR WHICH THE LIBRARY HAS A STATEWIDE RESOURCE RESPONSIBILITY.

This is accomplished by:

A. providing research assistance utilizing the Library's special collections in Michigan, law, federal and state documents, genealogy and library science;

B. coordinating and administering the statewide interlibrary loan network;

C. providing and coordinating the provision of materials for the state's blind and physically handicapped citizens and those residing in state institutions;

D. providing information resources of its special collections to all citizens including onsite access and participation in interlibrary loan and other networks;

E. providing electronic communication and delivery services, within the limitation of available funds, in such a way as to encourage the sharing of resources among systems and among libraries of all types (schools, academic, public, special, state agency and institutional) and, encourage the extension of services to underserved elements of the population; and

F. providing leadership and encouragement for libraries to bridge the gap between those groups in Michigan's population having access to any information in any format through any source and those whose access to needed information is restricted due to age-related, linguistic, ethnic, physical, geographic or economic barriers.

Budget Policy Statements

Basic to this long-range plan are the following budget policy statements recommended by the Library of Michigan Board of Trustees at their 9 March 1984 meeting:

I. Automation

"The Board of Trustees supports the planning, development and implementation of an automated data processing system for the Library of Michigan. A long- and short-range plan will be proposed which lists a series of recommendations including a timetable of implementation. Bibliographic automation will receive the highest priority, incorporating the utilization of available integrated library systems. The system design must consider accessibility and networking elements for State Government Agencies and libraries of all types located throughout Michigan. Automation of the Library Agency will improve services to State Government."

II. Federal Funds Supporting Library Agency Operations

"The Board of Trustees places a high priority on the agency's needs to strengthen and provide developmental and consultive assistance services to Michigan libraries. Public Act 114, 1983 must be carried out by staff. Reduction of federal funding of agency operations will permit the transfer of federal funds to the grant account for distribution to local libraries. A three (3) to five (5) year objective is to reduce agency dependency on federal funds to under 10%."

III. Library Development Services

"The Board of Trustees places a high priority on the agency's needs to strengthen and provide developmental and consultive assistance services to Michigan libraries. Public Act 114, 1983 (Library Transfer Bill) requires the development of effective school library service and the coordination of library services with all kinds of libraries."

IV. State Government Information Services

"The Board of Trustees emphatically supports the priority provision of information to the Legislature and State Government departments. Such activities include: reference and research, compilation of bibliographies, interlibrary loan, document delivery, selection, collection maintenance, servicing of federal and state document collections and providing consulting and technical assistance to State Agency libraries."

V. State Aid Grants

"The Board of Trustees supports a step increase of state aid support to public libraries and subregional library services for blind/physically handicapped residents. Full funding of Public Act 89, 1977, is essential and should be obtained in less than three (3) years; with increased funding for Detroit Public Library, recognizing their expanding role as a statewide resource."

In considering additional budget projections, the board recommended a three-year phase-in to achieve full funding of Public Act 89, and a five-year phase-in to achieve state funding for the subregional network for the blind and physically handicapped.

VI. Law Library Services

"The Board of Trustees places a high priority on the agency's needs to strengthen the provision of law library and legal information services and supports a programmatic implementation of the recommendations contained in Professor Carter's study, *Meeting the Legal Information Needs of Michigan* (1980)."

Planning Assumptions

In addition to the budget policy statements noted previously, it is assumed that the following conditions will prevail over the three-year life of this long-range plan:

1. State Government Agencies/employees will continue to increase their information seeking demands on library staff and resources.
2. Special collection users will continue to increase their information seeking demands on library staff and resources.
3. Title requests (books and periodicals) from libraries will remain constant or increase slightly.
4. Subject request services for Michigan libraries will be restored in selected subject areas.
5. State funding will increase to support specific programs and to reduce dependency upon federal funds for library operations.
6. Staffing will increase, where appropriate, to better meet the needs of Michigan citizens.
7. The organizational structure of the Library will continue to be reviewed and refined as the evolution of the new Library of Michigan progresses.
8. Technological developments will permit more effective storage, access and delivery of information critical to the functioning of State Government and Michigan citizens.
9. The amount of legal information available through databases will increase, while new and existing commercial legal databases will continue to expand.
10. A larger number of legal researchers will have terminals and computers capable of accessing public and commercial legal databases.
11. The population of attorneys in Michigan will continue to increase.
12. The number of State Government staff who use legal information will increase.
13. Information critical to the legal and other research needs of State Government will increasingly become available in microformat.
14. The Library of Michigan Board of Trustees has approved a five-year phase-in to achieve state funding of the subregional network for the blind and physically handicapped which, if implemented, will reduce substantially the network's dependency on the federal Library Services and Construction Act.
15. The Library of Michigan/Library for the Blind and Physically Handicapped services only 12,300 of the potential 129,000 eligible individuals in the State of Michigan according to the National Library Service for the Blind and Physically Handicapped (NLS). Therefore, the number of users will increase steadily assuming Michigan citizens continue to be made aware of the availability of the service.
16. **Standards for Lansing, Michigan, Subregional Libraries for the Blind and Physically Handicapped**, were accepted in September 1983 by the Legislative Council. The Library of Michigan/Library for the Blind and Physically Handicapped staff will work with the subregional libraries to assess each library's ability to meet the standards. Advice and assistance will be given where necessary.
17. Effective channels of communication will be developed with the State Department of Education, Special Education Services, the agency which administers the special education funds granted to the Library of Michigan/Media Center for the Visually Impaired.
18. Cooperative projects will be developed and expanded between the Library of Michigan/Media Center for the Visually Impaired and other statewide resource centers serving the visually impaired.
19. Local teacher counselors and other special education personnel will be encouraged to increase their use of Federal Quota funds for materials/equipment needed by their visually impaired students.

20. The Library of Michigan will investigate, implement and evaluate the automation of its library operations.
21. The Library will be involved in a new building plan which will house the state library agency, the state museum, and the state archives.
22. The Library will continue to improve its public relations program in order to provide greater access to its services and resources.
23. Working through the organized library structure, libraries of all types will be encouraged to participate in resource sharing on a local, regional and statewide basis.
24. The state's libraries, Cooperatives and multitype Regions of Cooperation will continue and expand their use of automation technology.
25. With the decreasing availability of graduate library programs, there is a need for the various library organizations and agencies to cooperatively plan and provide continuing education programs for librarians and other staff employed in Michigan's libraries.
26. The state's institutionalized population will continue to require greater access to library and information resources.
27. With a healthy economy and supportive policies at the local, state and federal levels, the financial environment for Michigan's libraries will continue to improve.

Mission of the Library of Michigan

GOAL: I. MEETING THE INFORMATION NEEDS OF THE LEGISLATURE AND STATE GOVERNMENT.

OBJECTIVES:

This is accomplished by:

A. Providing priority reference and research service by a variety of means including print materials and automated databases;

B. Compiling reading lists and bibliographies;

C. Maintaining a collection of, providing information from, and distributing to agencies Michigan State Government publications;

D. Interloaning materials from other libraries;

E. Providing law library services and information;

F. Maintaining and providing information from a regional depository collection of federal government publications;

G. Selecting, cataloging and maintaining the Library's collections;

H. Providing developmental and technical assistance to State Agency libraries, including establishing and encouraging the sharing of resources by information providers within State Government;

I. Building, maintaining and providing access to informational databases; and

J. Exploring and developing programs for enhanced library, information, and research services to State Government.

Action Statements

In planning for the three fiscal years beginning 1 October 1984, the Library of Michigan will carry out the following actions in response to Goal I and its objectives as stated in the Mission of the Library of Michigan.

GOAL: ***I. MEETING THE INFORMATION NEEDS OF THE LEGISLATURE AND STATE GOVERNMENT.***

OBJECTIVE: A. Providing priority reference and research service by a variety of means including print materials and automated databases.

ACTION STATEMENTS:

1. Respond quickly and accurately to requests for books, documents, periodical articles and information, whether by phone, interdepartmental mail or in person.
2. Loan books and documents and reproduce copies of periodical articles.
3. Provide demonstration and evaluation of information technology.
4. Provide for continuing education of Library of Michigan staff to upgrade service skills and improve service.
5. Acquire, process, store and circulate audio-visual materials (software, video tapes, films, etc.).
6. Provide duplicate copies of reference materials/information as needed or requested by clientele.
7. Develop a public relations plan which communicates to the Library's clientele the extent of service and resources available.
8. Acquire, organize and make accessible government documents produced by governments of other states which are similar in size and complexity to Michigan.

OBJECTIVE: B. Compiling reading lists and bibliographies.

ACTION STATEMENTS:

1. Investigate the maximum retrieval capacity of on-line databases to produce special bibliographies on demand.
2. Publish reading/research lists for use by government employees.
3. Compile bibliographies for institutional libraries for use by employees and the institutionalized.

OBJECTIVE: C. Maintaining a collection of, providing information from, and distributing to agencies Michigan State Government publications.

ACTION STATEMENTS:

1. Acquire deposit copies and make available for loan all Michigan governmental publications.
2. Distribute Michigan governmental publications to all depositories in the state.
3. Compile, index and maintain a bibliography of Michigan governmental publications.
4. Provide on-line accessibility to Michigan documents bibliographic information.
5. Catalog and preserve selected Michigan documents.

OBJECTIVE: D. Interloaning materials from other libraries.

ACTION STATEMENTS:

1. Borrow books, documents and periodical articles for state employees via interlibrary loan and courier.
2. Support interloan services by promptly mailing and receiving library resources, efficiently moving resources within the organization and delivering resources to appropriate legislative and State Government locations.
3. Publicize the availability of interloan services through written and spoken communications.

OBJECTIVE: E. Providing law library services and information.

ACTION STATEMENTS:

1. Strengthen the State Law Library's collection by acquiring new legal materials important to State Government.
2. Provide legal reference and research services on legal information to fulfill the needs of State Government.
3. Provide, promote and create cost effective legal database services to State Government.
4. Compile and disseminate reading lists, user guides and bibliographies on important legal topics appropriate to units of State Government.
5. Substitute microforms for hardcopy forms of legal materials to save space and replace paper materials in advanced states of deterioration.
6. Establish ongoing programs of basic, advanced and specialized legal research education for State Government staff.
7. Meet with representatives for the Supreme Court, Attorney General and Department of Civil Rights to strengthen working relations and service between the Library and those government agencies.
8. Promote legal information networks by working with library and law groups to determine areas appropriate for cooperative delivery of legal information.
9. Promote a strong and positive image of the State Law Library through public relations publications and programs.
10. Strengthen video tape services by adding new titles and making available better viewing facilities.
11. Inform State Government about legal current awareness sources and other new Law Library services.
12. Strengthen security procedures at the State Law Library to reduce theft and unauthorized borrowing of materials.

OBJECTIVE: F. Maintaining and providing information from a regional depository collection of federal government publications.

ACTION STATEMENTS:

1. Receive federal documents from the U.S. Government Printing Office; process, shelve, retrieve, and retain permanently such documents.
2. Respond to title and information requests utilizing the federal documents collection.
3. Participate in a cooperative project in order to disseminate U.S. census information.
4. Provide on-line accessibility to federal document bibliographic information.
5. Catalog selected federal documents and apply preservation treatment as required.

OBJECTIVE: G. Selecting, cataloging and maintaining the Library's collections.

ACTION STATEMENTS:

1. Utilize the best advances in technology to select, acquire, catalog, update, preserve, and prepare materials for the most efficient use by patrons and staff.
2. Maintain collection maintenance functions (filing, cleaning, shifting, converting to microform, etc.), to preserve the Library collections.
3. Develop a governmental information network that provides shared access to library information resources by legislators, legislative aides, state employees and the citizens of the state.
4. Continuously review the use of technology, within the agency, to maintain and improve services, programs and contain costs, which create an effective, efficient organization.

OBJECTIVE: H. Providing developmental and technical assistance to State Agency libraries, including establishing and encouraging the sharing of resources by information providers within State Government.

ACTION STATEMENTS:

1. Provide developmental and technical assistance to State Agency libraries.
2. Coordinate the development of resource sharing tools among agency libraries.
3. Encourage the sharing of resources by information providers within State Government.
4. Promote technological improvements for library information and services located through State Government.
5. Provide advice and information on automation issues relating to library resources, information and services.

OBJECTIVE: I. Building, maintaining and providing access to informational databases.

ACTION STATEMENTS:

1. Access commercially produced or governmental databases to provide accurate and timely information.
2. Investigate an on-line catalog encompassing the Library's general and special collections.

OBJECTIVE: J. Exploring and developing programs for enhanced library, information, and research services to State Government.

ACTION STATEMENTS:

1. Assess the informational, research and technical assistance needs of State Government.
2. For State Government employees, provide seminars and tours of Library facilities, resources and services.
3. Develop, print and distribute Library informational materials for state employees.
4. Provide computer awareness programs for government employees.
5. Support activities leading to an automated union catalog among State Agency libraries.
6. Explore and develop programs for better library information services to state correctional and mental health instructions.

Mission of the Library of Michigan

GOAL: II. MEETING THE ADMINISTRATIVE, DEVELOPMENTAL AND TECHNICAL ASSISTANCE NEEDS OF MICHIGAN LIBRARIES OF ALL TYPES.

OBJECTIVES:

This is accomplished by:

A. Assessing library and information needs of Michigan citizens;

B. Providing leadership, coordination and direction for Michigan library development;

C. Administering state aid to Michigan libraries;

D. Coordinating the penal fine distribution system;

E. Administering federal money for Michigan libraries;

F. Providing consultive service and technical assistance to Michigan libraries;

G. Collecting, publishing and distributing studies, statistics and other information regarding Michigan libraries;

H. Monitoring and planning for legislation relating to Michigan libraries and bringing the library and information needs of Michigan and its people to the attention of State Government;

I. Providing certification services and, on request, evaluative assessments to Michigan libraries; and

J. Providing public relations advice and assistance to Michigan libraries.

Action Statements

In planning for the three fiscal years beginning 1 October 1984, the Library of Michigan will carry out the following actions in response to Goal II and its objectives as stated in the Mission of the Library of Michigan.

GOAL ***II. MEETING THE ADMINISTRATIVE, DEVELOPMENTAL AND TECHNICAL ASSISTANCE NEEDS OF MICHIGAN LIBRARIES OF ALL TYPES.***

OBJECTIVE: A. Assessing library and information needs of Michigan citizens.

ACTION STATEMENTS:

1. Working through the Cooperative structure, review current public library Cooperative services as required by statute and develop standards based on that assessment.
2. Review and evaluate existing state legislation for multitype library cooperation.
3. Periodically examine Board policy and Library of Michigan programs for their relevance to the users of libraries.
4. Sponsor annual public hearing(s) to obtain input regarding the effectiveness of Library of Michigan policies and programs.

OBJECTIVE: B. Providing leadership, coordination and direction for Michigan library development.

ACTION STATEMENTS:

1. **Establish liaison with school, public, academic and special libraries through their networks and organizations to promote statewide resource sharing.**
2. **Establish liaison with library organizations to facilitate continuing education.**
3. Coordinate the activities of federal and state document depository libraries in Michigan by promoting the sharing of information and resources and evaluate the services of the depository libraries.
4. Increase the visibility of library services and resources in order to increase the use of libraries.
5. Maintain close communication with library and library-supportive associations and organizations to affect a coordinated approach towards full funding of state aid and library special services.

OBJECTIVE: C. Administering state aid to Michigan libraries.

ACTION STATEMENTS:

1. Provide information to Michigan libraries and legislators on all matters pertaining to state aid.
2. Process, evaluate and distribute state aid to appropriate grant recipients in accordance with payment schedules approved by the Legislative Council.
3. Develop and distribute guidelines that clarify and control the proper distribution of state aid.

OBJECTIVE: D. Coordinating the penal fine distribution system.

ACTION STATEMENTS:

1. Provide information to Michigan libraries and legislators on all matters pertaining to penal fines.
2. Prepare county treasurers' certification letters in accordance with legislative mandates.

3. Develop and distribute guidelines that clarify and control the proper distribution of penal fines.

OBJECTIVE: E. Administering federal money for Michigan libraries.

ACTION STATEMENTS:

1. **Plan and evaluate with the LSCA Advisory Council, the use of federal monies.**
2. **Prepare required documentation to meet requirements for federal grant monies.**
3. **Develop policies and procedures necessary to disperse sub-grant monies to Michigan libraries.**
4. **Process and control the disbursements of federal payments to comply with federal requirements.**
5. **Provide consultive service and technical assistance to grant recipients.**

OBJECTIVE: F. Providing consultive service and technical assistance to Michigan libraries.

ACTION STATEMENTS:

1. Advise and assist state and federal depository libraries and the statewide census network.
2. **Advise and assist state institutional libraries and the subregional libraries for the blind and physically handicapped.**
3. Respond to inquiries concerning public library establishment and development.
4. Work with the Michigan library community to implement existing standards and guidelines and develop new standards and guidelines.

OBJECTIVE: G. Collecting, publishing and distributing studies, statistics and other information regarding Michigan libraries.

ACTION STATEMENTS:

1. Collect, analyze, compile, publicize, and disseminate statistical and directory information about all types of Michigan libraries.
2. **Gather and disseminate information relevant to the usage of LSCA monies.**

OBJECTIVE: H. Monitoring and planning for legislation relating to Michigan libraries and bringing the library and information needs of Michigan and its people to the attention of State Government.

ACTION STATEMENTS:

1. Update and publish, on a regular basis, Michigan law as it relates to libraries.
2. Act as an information clearinghouse for legislation concerning library development at the local, state and federal level.

OBJECTIVE: I. Providing certification services and, on request, evaluative assessments to Michigan libraries.

ACTION STATEMENTS:

1. Review and evaluate the efficiency of the certification services provided for public library personnel.
2. Develop a continuing education calendar and disseminate statewide.
3. Work with the organized library structure to improve the quality of training for personnel certification.

OBJECTIVE: J. Providing public relations advice and assistance to Michigan libraries.

ACTION STATEMENTS:

1. Maintain a public relations resource file.
2. Assist the library community and others in the development of public relations services.

Mission of the Library of Michigan

GOAL: III. MEETING THE LIBRARY SERVICE NEEDS OF INDIVIDUALS AND AGENCIES FOR WHICH THE LIBRARY HAS A STATEWIDE RESOURCE RESPONSIBILITY.

OBJECTIVES:

This is accomplished by:

A. Providing research assistance utilizing the Library's special collections in Michigan, law, federal and state documents, genealogy and library science;

B. Coordinating and administering the statewide interlibrary loan network;

C. Providing and coordinating the provision of materials for the state's blind and physically handicapped citizens and those residing in state institutions;

D. Providing information resources of its special collections to all citizens including onsite access and participation in interlibrary loan and other networks;

E. Providing electronic communication and delivery services, within the limitation of available funds, in such a way as to encourage the sharing of resources among systems and among libraries of all types (schools, academic, public, special, state agency and institutional) and, encourage the extension of services to underserved elements of the population; and

F. Providing leadership and encouragement for libraries to bridge the gap between those groups in Michigan's population having access to any information in any format through any source and those whose access to needed information is restricted due to age-related, linguistic, ethnic, physical, geographic or economic barriers.

Action Statements

In planning for the three fiscal years beginning 1 October 1984, the Library of Michigan will carry out the following actions in response to Goal III and its objectives as stated in the Mission of the Library of Michigan.

GOAL: ***III. MEETING THE LIBRARY SERVICE NEEDS OF INDIVIDUALS AND AGENCIES FOR WHICH THE LIBRARY HAS A STATEWIDE RESOURCE RESPONSIBILITY.***

OBJECTIVE: A. Providing research assistance utilizing the Library's special collection in Michigan, law, federal and state documents, geneology and library science.

ACTION STATEMENTS:

1. Respond to library and individual requests for information contained within the Library's collections.
2. Compile, publish and distribute publications which assist librarians and individuals to make use of information resources.
3. Create and maintain research resources and tools to better utilize information resources.

OBJECTIVE: B. Coordinating and administering the statewide interlibrary loan network.

ACTION STATEMENTS:

1. **Assist librarians in using the statewide interlibrary loan network by developing and providing user information and protocols.**
2. **Further develop the multitype library Regions of Cooperation.**

OBJECTIVE: C. Providing and coordinating the provision of materials for the state's blind and physically handicapped citizens and those residing in state institutions.

ACTION STATEMENTS:

1. Maintain and distribute annually a catalog of special format textbooks for the visually impaired.
2. Maintain a depository collection of braille and large print textbooks and on request reproduce and enlarge print textbooks and copy braille textbooks.
3. Serve as a clearinghouse to locate special format textbooks in other media centers in Michigan and the United States.
4. Conduct outreach activities by working with individuals, organizations and networks serving the same population groups and by publicizing available services.
5. Provide liaison for the state network to the National Library Service for the Blind and Physically Handicapped, the American Printing House for the Blind, and the Michigan Department of Education - Special Education Services.
6. Increase the registration of individuals and institutions who qualify for library service to the blind and physically handicapped.
7. Maintain and repair equipment for the blind and physically handicapped network; utilize volunteers where appropriate.
8. Coordinate efforts of volunteers who record or braille materials needed by patrons in the Library of Michigan's Library for the Blind and Physically Handicapped network.
9. Revise the standards for subregional libraries for the blind and physically handicapped and conduct on-site evaluations at network libraries annually.

10. Develop a plan for a statewide subregional network, including an automated circulation system that serves the blind and physically handicapped.
11. **Coordinate and provide materials to residents of state institutions.**

OBJECTIVE:

D. Providing information resources of its special collections to all citizens including on-site access and participation in interlibrary loan and other networks.

ACTION STATEMENTS:

1. Provide books, documents and copies of periodical articles to libraries through the interlibrary loan network.
2. Respond to information requests which relate to the Library of Michigan's special collections from libraries and individuals.
3. Distribute state documents to depository libraries.
4. Provide publications, tours and workshops in order to increase the usefulness and accessibility of special collections.
5. Direct library patrons to appropriate sources of information when the Library of Michigan cannot meet their needs.
6. Identify, arrange for microfilming, and provide bibliographic control of back files of Michigan newspapers and documents.

OBJECTIVE:

E. Providing electronic communication and delivery services, within the limitation of available funds, in such a way as to encourage the sharing of resources among systems and among libraries of all types (school, academic, public, special, state agency and institutional) and encourage the extension of services to underserved elements of the population.

ACTION STATEMENTS:

1. **Utilize an electronic bulletin board system as a method of access for interlibrary communication.**
2. **Investigate and carry out pilot projects regarding the capability and cost-effectiveness of telefacsimile and other document delivery systems.**

OBJECTIVE:

F. Providing leadership and encouragement for libraries to bridge the gap between those groups in Michigan's population having access to any information in any format through any source and those whose access to needed information is restricted due to age-related, linguistic, ethnic, physical, geographic or economic barriers.

ACTION STATEMENTS:

1. **Assist local libraries to extend their services to the state and local institutions and the handicapped.**
2. **Develop a plan to inform librarians in Michigan of the nationwide services available to the blind and visually impaired, the deaf and hearing impaired, and other handicapped persons.**
3. **Increase access of citizens in rural, remote, and economically disadvantaged areas to information resources by supporting the multitype library system, increasing state aid to libraries and targeting Library Services and Construction Act funds to such areas.**

ADDENDUM

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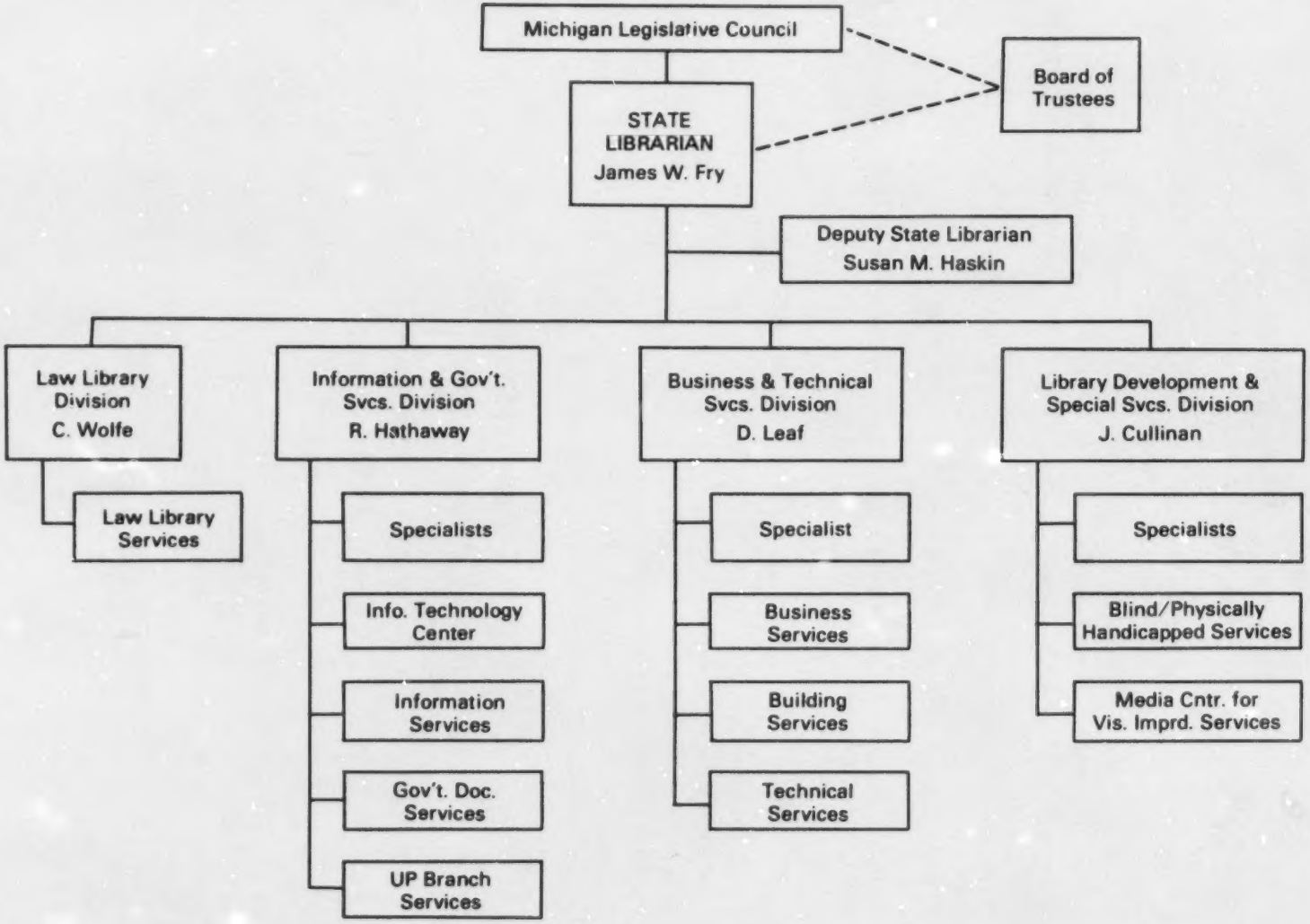
LIBRARY OF MICHIGAN
Organization Structure

September 1984



LIBRARY SERVICES AND CONSTRUCTION ACT (LSCA) LONG-RANGE PROGRAM

The long-range plan of the Library of Michigan incorporates the LSCA Long-Range Program. Action statements which are shaded ▒▒▒ represent those activities which are appropriately supported in part or in whole with LSCA monies.

The purpose of the LSCA Long-Range Program is to extend, improve, and strengthen libraries' services in areas of Michigan which are without such services or in which such services are inadequate.

LSCA TITLE I: Federal funds received by Michigan will be used to extend and improve public libraries in such areas as:

Public Library Cooperation

- Strengthen metropolitan libraries which serve as national or regional resource centers.
- Strengthen major urban resource libraries.
- Plan and develop programs and projects designed to extend and improve library services statewide.

Service to the Disadvantaged

- Areas without service or areas with inadequate services.
- Inadequate services due to geographic isolation.
- Low-income persons in urban and rural areas.
- Persons of limited English-speaking ability.
- Provide library services for older persons.

Service to the Handicapped

- Physically handicapped persons.

Service to Institutions

- Residents of state and local institutions.

Strengthen the State Agency

- Improve and strengthen the state library administrative agency.
- Administration of LSCA.

THESE OBJECTIVES WILL BE ACCOMPLISHED, IN PART, BY ACTION STATEMENTS: II.E 1-5; II.F 2; II.G 2; III.C 10; III.F 1-3.

LSCA TITLE II: Federal funds will be used for the purpose of:

Public Library Construction

- New construction and additions to public libraries and the remodeling of public libraries necessary to meet barrier free standards and to conserve energy.

THIS OBJECTIVE WILL BE ACCOMPLISHED, IN PART, BY ACTION STATEMENTS: II.E 1-5.

LSCA TITLE III: Federal funds will be used for the purpose of:

Multi-Type Interlibrary Cooperation

- Plan and establish local, regional and interstate cooperative networks of libraries.
- Further develop and provide for the operation of systematic, effective coordination of the resources of school, public, academic and special libraries and information centers.

THESE OBJECTIVES WILL BE ACCOMPLISHED, IN PART, BY ACTION STATEMENTS: II.B 1-2; III.B 1-2; III.E 1-2.

In 1977, Public Act 89 provided for the establishment of cooperative libraries that would provide directly or through contract, services to the public library members within the cooperative library's area. Using the boundaries of the Public Library Cooperative, multitype library Regions of Cooperation have been formed on a voluntary basis for the delivery of a variety of resource and support services. LSCA funds are being used to develop and strengthen the services of both the Public Library Cooperatives (Title I) and the multitype Regions of Cooperation (Title III).

LSCA ADVISORY COUNCIL

The Secretary of Education requires that the state appoint a council of representatives of the different types of libraries and of library users for the purpose of:

1) advising in the development of the State Plan

2) advising in policy matters arising in the administration of the State Plan, and

3) assisting in evaluation of programs, services, and activities conducted under the State Plan.

This document represents the combined efforts of the LSCA Advisory Council and staff to develop a plan of action to meet the identified library needs of Michigan over the next three years. The LSCA Advisory Council role has been one of reviewing and reacting to drafts of the Long-Range Program throughout its development. As representatives of different types of libraries and library users, the Council members have contributed their expertise to appropriate areas which are included in the final document.

The Council members have carefully reviewed all written comments as well as attended a public meeting where the plan was discussed.

Since it is recognized that the identification of library needs is an evolutionary process, this State Plan will be revised annually. The State Plan consists of three parts: the Basic State Plan, the Long-Range Program and the Annual Program.

Members of the Council and the areas they represent are as follows:

LSCA ADVISORY COUNCIL MEMBERS*
1984-85

REPRESENTING LIBRARIES SERVING INSTITUTIONS:

Beverly D. Papai, Assistant Director
Farmington Community Library

REPRESENTING LIBRARY USERS:

Mrs. D. Richard (Jean) Frazier
617 Winifred
Lansing

L. Robert McConnell, Rehabilitation Administrator
Program Development, Bureau of Rehabilitation
Michigan Dept. of Education
Lansing

Pamala Fowler
City Hall—Mayor's Office
Lansing

REPRESENTING MULTITYPE LIBRARY REGIONS OF COOPERATION:

Lee Lebbin, Library Director
Michigan Technological University
Houghton

REPRESENTING INSTITUTIONAL LIBRARIES:

Daniel Graves, Librarian
Michigan Reformatory
Ionia

REPRESENTING LIBRARIES SERVING HANDICAPPED:

Dr. Alida L. Geppert, Director
Southwest Michigan Library Cooperative
Paw Paw

REPRESENTING ACADEMIC LIBRARIES:

Agnes Haigh
Michigan State University Libraries
Reference Library
East Lansing

REPRESENTING SPECIAL LIBRARIES:

Doris H. Asher, Medical Librarian
E.W. Sparrow Hospital Library
Lansing

REPRESENTING COOPERATIVE LIBRARIES:

Jane Hale Morgan, Director
Detroit Public Library
Detroit

REPRESENTING SCHOOL LIBRARIES:

Joseph Yarbrough
Wavery Schools—Library Services
Lansing

REPRESENTING DISADVANTAGED LIBRARY USERS:

Pat Frey
Community Education
Ann Arbor Public Schools
Ann Arbor

REPRESENTING PUBLIC LIBRARIES:

Arthur M. Woodford, Director
St. Clair Shores Public Library
St. Clair Shores

**This Council includes categories designated by the U.S. Department of Education.*

LSCA EVALUATION

The evaluation process for the Library Services and Construction Act Long-Range Program involves the LSCA Advisory Council and the Library of Michigan staff. For the LSCA Advisory Council, evaluation includes annual review and revision of the Long-Range Program. Evaluation may also include review and recommendations for funding of project applications, on-site visits to approved projects and participation in the final reporting and evaluation process.

The Library of Michigan staff works with potential grant recipients in order to obtain an acceptable application. Each application includes a statement of assurances with a sign-off by the fiscal agent for compliance with:

1) Title VI of the Civil Rights Act of 1964;
2) Title IX, Education Amendments of 1972;
3) Section 504 of the Rehabilitation Act of 1973; and
4) Requirements regarding changes in projects and budget, financial and evaluated reporting, and dissemination of information concerning projects.

The state agency has a staff member assigned the responsibility to monitor activities and to assist local libraries in their execution of the project. Evaluation of the project is continuous and will be conducted by means of the following:

a. Preliminary discussions concerning proposed projects with local library boards or institutional administrators, with library directors and supervisory personnel, and with any other agencies or community representatives concerned with the project.
b. On-site visits to the project during the program operations.
c. Analysis of written proposals, reports, budgets, audits, or other documents submitted in connection with the project to insure that the project continues to meet the original criteria for selection. All revision must be submitted in writing and approved prior to implementation.
d. Review of data and, if possible, comparative analysis of related projects to measure effectiveness in terms of time, cost and performance.

Local libraries will be required to supervise, evaluate, and report on projects to:

a. Identify the degree of effectiveness with which project goals and objectives have been and are being met.
b. Assess staff effectiveness in working with the community that is served by the project.
c. Identify the effectiveness of the dissemination of information concerning the project.
d. Determine program factors which should be retained, revised, augmented, or eliminated.
e. Identify and assess the impact of the project on the Library's total program of service.
f. Examine the effects of the Library's communication and coordination with other community agencies.

Library of Michigan staff members responsible for monitoring and evaluation will report on all activities to the appropriate Division Director and the State Librarian by means of written summary reports, and annual project reports and by conference as needed.

LSCA DISSEMINATION

Documents pertaining to the Library Services and Construction Act are published and distributed according to LSCA guidelines.

Distribution of such documents generally follows these steps:

a) Information discussed and reviewed with LSCA Advisory Council.

b) Draft copies of the annually revised Long-Range Program are sent to the Michigan library community for their comments. Written remarks are solicited.

c) Opportunities for verbal comments on the draft Long-Range Program by the Michigan library community are provided at a public meeting with Library of Michigan staff.

d) Documents on the Long-Range Program are reviewed at Legislative Council meetings and approved for submission to the U.S. Department of Education.

e) Documents are forwarded to the U.S. Department of Education.

f) Documents are printed and distributed in Michigan to the library community, the Legislature and state agencies; in Washington to the Michigan Congressional delegation and U.S. Department of Education; and nationally to state library agencies and other organizations.

g) Dissemination reports pertaining to the specific LSCA Title I, II, and III funded projects are developed with the assistance of the members of the LSCA Advisory Council. Through an outside visit and the preparation of a comprehensive report by the grant recipient, information concerning a one or multi-year project is gathered by the LSCA Advisory Council member. The collected reports are published and distributed to the Michigan library community, the Legislature and state agencies; in Washington to the Michigan Congressional delegation and U.S. Department of Education; and nationally to state library agencies and other organizations.

h) Recorded versions of LSCA documents are available upon request.

Library of Michigan staff members responsible for monitoring and evaluating will report on all activities to the appropriate Division Director and the State Librarian by means of written summary reports, and annual project reports and by conference as needed.